

Fulbright English Teaching Assistantship Program (ETA)

Cooperation Agreement

This cooperation agreement is concluded between the Public Affairs Section of the U.S. Embassy in Mongolia (PAS), Fulbright English Teaching Assistant (ETA) Mr. /Ms. ... and the university of ... ("host institution") for the purpose of serving as a guideline of rights and responsibilities of each party to this agreement.

Role of PAS:

- PAS shall oversee the general implementation of the ETA Program and will serve as a liaison between the ETA and the host institution.
- PAS shall select host institutions and assign ETAs to their host institutions and conduct preliminary visits and talks with the host institutions.
- PAS shall provide language and cultural orientation to ETAs upon their arrival to the country.
- PAS shall work with the host institution to ensure satisfactory housing for the ETA either at the host institution or in a nearby location no later than the conclusion of the language and cultural orientation program.
- PAS has the authority to withdraw an ETA in case of a failure on the host institution's side to fulfill its duties and obligations set forth in this agreement and in its initial application to PAS requesting an ETA.
- PAS has the authority to recommend that the Fulbright Office revoke or terminate the grant held by an ETA in case of the following, but not limited to: violation of the laws of Mongolia and the United States (including visa regulations), failure to observe his/her duties and obligations set forth in this agreement and under the Fulbright ETA program terms and conditions, engaging in unauthorized income-producing activities, any conduct which may have the effect of bringing the U.S. Embassy, Department of State or the Fulbright Program into disrepute.

Role of the ETA:

- As soon as the PAS informs ETAs of their host institution assignments, the ETAs are expected to work with their host institutions to get a student type Mongolian Visa before their arrival in Mongolia and keep the PAS updated as to their visa progress and status.
- ETAs are expected to familiarize themselves on general background information on Mongolia and ensure compliance with all medical requirements for entering and living in Mongolia.
- All ETAs are expected to take part in the language and cultural orientation program provided by the PAS.
- An ETA is not a trained TEFL teacher and as such is required to have a mentor/co-teacher at all times and is not authorized to teach a class solo unless it is an informal extracurricular English speaking club or faculty improvement training.
- The ETA shall conduct his/her teaching and other research work in compliance with the host institution's internal codes and rules.

- Upon the request of the host institution, ETAs shall give advice and potentially conduct workshops/training aimed at improving English teaching at the host institution.
- Upon conclusion of the ETA program, the ETAs shall write a feedback report on his/her ETA program experience incorporating brief description of the classes/activities conducted, host institution evaluation, and suggestions for the future ETA program participants and host institutions.

Roles of the host institution

- The host institution shall assign a fulltime mentor/co-teacher to teach with and assist the ETA in the classroom and in other matters.
- The host institution is responsible for arranging and assisting the ETA to get a student type Mongolian Visa before their arrival in Mongolia.
- The host institution is expected to provide one of the following:
 - Reasonable housing with private bathroom, running water, and electricity either at the host institution or in a nearby location
 - If unable to provide reasonable housing, issue monthly allowance of no less than 300,000 MNT to assist the ETA in procuring housing on his/her own.
- The host institution shall, in consultation with the ETA, develop a general outline of a course schedule for the ETA for at least the fall 2012 semester no later than the first week of the start of fall semester.
- The host institution shall provide an ETA with favorable work conditions including:
 - A computer with internet access, desk and a chair in the teachers' room
 - Access to school library and faculty resources
 - An understanding that an ETA cannot be expected to teach more than 20 hours a week.
 - Agreement that an ETA shall teach to the students of only the department or the school that has applied for the ETA program.

The present agreement shall cover the date of assignment of an ETA to a host institution until the end of academic term of Spring 2013.

The PAS

the ETA

the Host Institution

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